



Rem-1

19 April 1988

MEMORANDUM FOR: Distribution

FROM:
Chief, Administrative Staff

25X1

SUBJECT: Registry Procedures For Forwarding Equipment
To The Field

1. Any equipment being turned in for forwarding to the field requires a Transmittal Manifest (Form 1236a) prepared by the originating component. Registry will act on the information contained on the Transmittal Manifest, and it is important that the form properly indicate the addressee, contents, sender, priority, any classification, and special handling request.

2. The original of the form should be inside the package, with the remaining copies attached externally for Registry use. Registry will return a copy to the originator for record when the package is forwarded, indicating the FBIS pouch number and date shipped. The signature copy will be retained for sixty days.

3. If you have any questions please call the IMO,

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Distribution:

- 1 - C/S&TC/PROD
- 1 - C/DRD/OPS
- 1 - C/MOD/OPS
- 1 - C/ADD/ESG
- 1 - C/FED/ESG
- 1 - C/HED/ESG
- 1 - C/PROD
- 1 - AC/ESG
- 1 - AC/OPS
- 1 - C/LOGS/AS

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